



**Admission
&
Orientation
Handbook
FCI Memphis**

Rev: **December 14, 2009**



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Preface

This booklet has been prepared as a guide for all inmates at this institution. We encourage you to review it completely and become knowledgeable about your responsibilities, as well as the institution's regulations, privileges, programs and other activities available at FCI Memphis.

We promote respect and cooperation between staff and inmates. Therefore, we expect all inmates to take responsibility in fulfilling all of their obligations and to conduct themselves in an appropriate manner at all times.

We want your time spent here at FCI Memphis to be productive. Take the opportunity to participate in training, work, educational, religious and recreational programs provided while you serve your sentence.

//S//

Juan D. Castillo, Warden

FCI Memphis, Tennessee
Federal Bureau of Prisons
Inmate Information Handbook

Introduction

The purpose of this handbook is to provide general information to incoming inmates ensuring knowledge of programs, rules, services, policies and procedures established at this institution. This handbook cannot answer every question about the institution however; many common concerns are covered. While attending the institution's Admissions and Orientation Program, you will be provided with more detailed information. Explanation of any specific policies of this institution can be obtained from unit staff. Some schedules, programs, meal periods, etc. set forth in this booklet may be changed throughout the year for unforeseen circumstances.

Location

This Federal Correctional Institution (FCI) is located at 1101 John A. Denie Road, Memphis, Tennessee, 38134 in Shelby County. Memphis is located in the southwest corner of the state next to the Mississippi River. Your visitors can refer to the Memphis Visiting Supplement located at www.bop.gov, which links to the FCI Memphis Homepage. Specific directions are on the following pages.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION MEMPHIS

FCI Memphis
1101 John A. Denis Road
Memphis, Tennessee 38134
Telephone Number 901-372-2269

FROM NASHVILLE: Take I-40 west to Exit 12 (Sycamore View). Turn left onto Sycamore View, go through two Red lights. After passing the second red light (Macon Road) go to the forth street to the right and turn right onto (Long Line Road), follow Long Line Road around Turns into John A. Denie Road. The institution will be on the right, Park in the first parking lot behind the Trailers.

FROM MISSISSIPPI: Take I-55 North to I-240 East toward Nashville. Exit onto I40 East. Travel I-40 east to Exit 12 Sycamore View, Exit the interstate staying to the right, go through the first light (Macon Road) to the forth street on the right (Long Line Road). Turn right on Long Line Road, follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the Trailers.

FROM MISSOURI: Take I-55 South to I-40 in West Memphis Arkansas. Take I-40 East into Memphis Tennessee to the I-40/240 interchange. Follow I-40/240 east to the I-40 East toward Nashville Tennessee to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road)to the forth street on the right (Long Line Road). Turn right on Long Line Road, follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the Trailers.

FROM ARKANSAS: Take I-40 East into Memphis Tennessee to the I-40 /240 interchange. Follow I-40/240 East to the I-40 East toward Nashville Tennessee to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road)to the forth street on the right (Long Line Road). Turn right on Long Line Road, follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the trailers.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION SATELLITE CAMP

SPC Millington
6696 Navy Road
Millington Tennessee 38053
Telephone Number 901-872-2277

FROM NASHVILLE: Take I-40 West to Hwy. 385 North. Go North on 385 until you get to the Raleigh-Millington Road. Exit onto Raleigh Millington Road turning right. You will come to Navy Road, turn right. Travel down Navy Road. You will pass the Naval Support Station on the right. Continue East on Navy Road the Federal Prison Camp will be located on the left just past the University of Memphis, Millington Campus.

FROM MISSOURI: Take I-55 South to I-40 in West Memphis, Arkansas. Take I-40 East into Memphis, Tennessee to the I-40/240 interchange. Follow I-40/240 East to the Millington Exit. Follow the Millington exit to Hwy. 51 North. Exit onto Hwy. 51 North. Travel North on Hwy. 51 to Millington, Tennessee. Upon entering Millington, Tennessee, you will turn right onto Navy Road. Travel East on Navy Road, you will pass the Naval Support Station on the right. Continue East on Navy Road, the Federal Prison Camp will be located on the left, just past the University of Memphis, Millington Campus.

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TRANSPORTATION ASSISTANCE: Memphis International Airport is located approximately fourteen miles West of FCI Memphis. Air carriers such as United, American and Northwest have flights in and out of this airport.

For further information, contact the carrier direct or Memphis International Airport Information Services - (901)922-8059. Rental car information can be obtained through the information service's provided number. There are numerous taxicabs which serve the community, Metro Cab Company (901)323-3333, Yellow Cab (901)577-7777, Checker Cab (901) 577-7777, City Wide Cab (901) 722-8294 and Metro Bus Service (901) 274-6282. A complete listing is available in the Yellow Pages for your reference upon request.

Social Visiting Hours

General Population

Saturday, Sunday & Holidays 8:00 a.m. - 3:00 p.m.
1st, 2nd, 4th, 5th Thursday 5:30 p.m. - 8:00 p.m.
Friday 2:30 p.m. - 9:00 p.m.

FDC: Thursday 1:00 p.m. - 5:00 p.m.

SHU: 3rd Thursday of each month only 5:30 p.m. - 8:30 p.m.

Satellite Camp

Saturday, Sunday & Holidays 8:00 a.m. - 3:30 p.m.
Fridays, 5:30 p.m. - 8:30 p.m.

ALL PROCESSING OF VISITORS FOR ENTRANCE INTO THE VISITING ROOM
STOP 30 MINUTES PRIOR TO THE END OF THE VISITING TIME SCHEDULE ON
VISITING DAYS.

APPROVED DRESS CODE

ALL VISITORS MUST DRESS APPROPRIATELY. ALL FEMALE VISITORS FOURTEEN (14) YEARS OLD AND OLDER WILL BE EXPECTED TO WEAR AN INNER GARMENT COVERING THE CHEST AREA. CONSIDERATION IS GIVEN TO ENSURE THE MANNER OF DRESS IS NOT DISRESPECTFUL TO STAFF, OTHER VISITORS OR OTHER INMATES. THE FOLLOWING CLOTHING WORN BY MALES OR FEMALES IS CONSIDERED INAPPROPRIATE FOR VISITING AT FCI MEMPHIS.

VISITOR APPAREL NOT PERMITTED

- Sleeveless garments of any kind (*such as vests or tank tops*)
- V-necks
- See-through garments of any kind
- Skin-tight clothing of any kind (*including spandex*)
- Wraparound skirts

- Shorts (*shorts are allowed for children only*)
(*Capris are authorized at knee length and deemed appropriate by our inspecting official*)
- Jogging/sweat suits of any kind
- Plain white T-shirts or T-shirts with logos, Pictures, or wording deemed Vulgar or offensive
- Hats or caps (*except for infants*)
- Belly shirts (*abdomen exposed*)
- Hip Hugger or spandex pants/jeans
- Camisoles worn as outerwear
- Hospital scrubs or medical uniforms
- Camouflage clothing
- Khaki clothing (*cannot be tan or similar to the type of clothing worn by inmates*)
- Open-toed shoes, thongs, or sandals (*feet must be enclosed*)
- Articles of clothing displaying any wording or Pictures deemed vulgar or offensive
- Cameras, video cameras, cell phones, and pagers are not allowed in the visiting room or on institution property
- Untucked shirts
- Sagging pants/jeans
- Skirts and dresses must be longer than two inches above the knee
- Slits will not extend higher than two inches above the knee

ITEMS NOT PERMITTED

- Handbags
- Sunglasses
- Reading material/photos
- Money/currency (**SPC only \$20.00 in coins**)
- Cameras/cell phones/pagers
- Food of any kind, including gum and candy (*except for infants*)
- Pocket knives/nail clippers
- Strollers/carriages

- Lighters/matches/tobacco products
- DRUGS of any kind (Prescription meds should be taken before entering the visiting room)
- Umbrellas (may be left outside of visiting room)
- Make-up, charm bracelets, lockets

PERMITTED ITEMS

- Clear plastic bag (to store baby diapers). 1 each
- *(Clear plastic bag can not exceed L-45" x W-13" x H-11.5")**
- Clear baby bottles with contents..... 3 each
- Baby diapers.....3 each
- Small jars of baby food.....2 each
- Receiving blanket.....1 each
- Baby wipes.....1 package
- Change of baby clothing.....1 set
- See-through drinking cup.....1 each
- Items needed for health reasons will be allowed at the discretion of the Operations Lieutenant
- Food and beverages purchased in the visiting room must be consumed and/or discarded prior to departure.
- Visitors will be allowed to bring keys, i.e., car and/or house keys into the visiting room.

VISITOR IDENTIFICATION

The Front Entrance Officer will verify the identity of each visitor. All visitors must provide valid picture identification (valid state or government issued photo identification) prior to their admission into the institution.

CHILDREN

ALL CHILDREN UNDER THE AGE OF SIXTEEN (16) MUST BE ACCOMPANIED BY AN ADULT ON THE INMATE'S APPROVED VISITING LIST. IT IS THE VISITOR'S RESPONSIBILITY TO SUPERVISE AND MAINTAIN CONTROL OF THEIR CHILDREN AT ALL TIMES.

NO PROVISIONS EXIST FOR MONEY TO BE RECEIVED FROM VISITORS FOR PLACEMENT INTO INMATE ACCOUNTS. THE ONLY APPROVED METHOD OF FINANCIAL TRANSACTION IS THROUGH POSTAL CHANNELS. THERE ARE NO PROVISIONS FOR RECEIPT OF PACKAGES, GIFTS, ETC. DURING VISITING, WRITTEN MESSAGES MAY NOT BE LEFT OR EXCHANGED AND DOCUMENTS OR PAPERS MAY NOT BE SIGNED OR EXAMINED BY INMATES.

Intake, Classification, and the Unit Team

Orientation

Upon commitment, for the first week and up to four weeks of stay at this institution, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. Inmates are immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

While in A&O, inmates learn about the programs, services, policies and procedures regarding this facility. Also, they will hear lectures from staff regarding their programs and departments. Inmates are provided social and medical screening at the time of arrival and will also be screened by the Mental Health Staff.

All general population housing quarters have been designated as the initial housing assignment for A&O inmates. A permanent housing unit will be dictated, based on the inmate's assigned unit team and bed space availability on the unit. Initial housing unit placement will ordinarily become the inmates' permanent housing unit assignment. The Institution A&O Program lectures will be conducted in the Chapel. After an inmate completes the two-week A&O Program, the inmate will be assigned to a work detail.

Classification Teams (Unit Team)

FCI Memphis is organized under a centralized unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. Unit staff office's are located in the units so staff and inmates can be accessible to each other. Unit staff includes the Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. When available, the Staff Psychologist, Education Advisor and a Unit Officer will avail themselves to an inmate program review and be considered as unit staff.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues and matters of interest while at the institution are most appropriately initiated with the unit team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while incarcerated. Ordinarily, a member of the Unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the day on weekends and holidays. Unit Team members usually schedule their working hours in such a manner staff are available at times when inmates are not working. Inmates need to contact their respective Unit Team for Open House hours and individual unit operational procedures.

General Functions of Unit Staff

Unit Manager The Unit Manager manages the unit team and oversees all unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the Unit Team, reviews decisions and also chairs the Unit Discipline Committee. Additionally, the Unit Manager has direct responsibility for sanitation of the unit by coordinating closely with the Unit Officer and Correctional Counselor.

Case Manager The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmates' commitment. He or she reports to the Unit Manager on a daily basis and the Case Management Coordinator (CMC). The CMC provides technical assistance to unit staff in case management activities in reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is also a member of the Unit Discipline Committee.

Correctional Counselor The Correctional Counselor provides counseling and guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a leading role in all segments of unit programs and is a member of the Unit Team. The Correctional Counselor will visit inmate work details regularly and assists with security, safety and sanitation of the unit.

Unit Secretary The Unit Secretary performs clerical and administrative duties. The Secretary is under direct supervision of the Unit Manager. It is important to keep in mind that

Secretarial Staff are not resource personnel for inmates.

Unit Officer The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during their assignment to the unit. The Unit Officer is a valuable member of the Unit Team, whose input is solicited during inmate program reviews.

Communications

At FCI Memphis there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates. Unit Managers utilize Town Hall meetings to foster improved communications. These meetings are held to inform inmates of upcoming activities and to discuss policy and procedures. Unit staff work schedules, weekly Food Service menus, call-outs, change sheets, Inmate Program Review dockets, unit rules and regulations are posted on the unit bulletin boards. It is recommended that you check the bulletin boards daily.

Program Reviews

If you have twelve months or less remaining to serve on your sentence, you will have a scheduled program review every ninety days. If you have more than twelve months remaining to serve on your sentence, you will be scheduled for a program review every 180 days. Program reviews are held by the Unit Team. The Unit Team will be responsible for reviewing programs, work assignments, transfers, custody classifications, institutional adjustment, etc. Check the daily call-outs for your scheduled time and date.

Your appearance at inmate program reviews will be neat and clean. You will be wearing your khaki uniform and shoes. Shower shoes are not acceptable.

Town Hall Meetings

At FCI Memphis, town hall meetings may be held monthly in each unit. These meetings are held to make announcements and to discuss changes in policies and procedures in the unit. Inmates are encouraged to ask pertinent questions of the staff and any guests' speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. An "Open House" policy is usually in effect at

specific times to address individual questions.

Unit Team Participation in Parole Hearings

The Unit Team prepares Progress Reports and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at an inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not to be a staff representative for the inmate.

Daily Inmate Life

Sanitation

It is your responsibility to check your living area immediately after being assigned to a specific cell and to report all damage to the Correctional Officer, Case Manager, or Counselor. You may be held liable, financially, for any damage to your personal living area.

All of you are responsible for making your beds in accordance with regulations before work call (including weekends and holidays when you leave the area). You are also responsible for sweeping and mopping your own personal living area to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Cell inspections are conducted Monday through Friday beginning at 7:30 a.m.

The housing units are inspected regularly. Deficiencies will be noted and each inmate will be notified of the deficiencies and will be required to correct them. Repeat deficiencies will result in disciplinary actions. Sanitation supplies are available in the units. The Unit Counselor will dispense authorized supplies to the housing unit orderlies to maintain the cleanliness of the unit. There will be no chemicals or cleaning supplies stored in your cell.

Toothpaste, toothbrushes, combs, razors and soap are issued by the institution and are available in the housing units. You may purchase brand name items through the commissary. The laundry's hours are from 6:15 a.m. to 7:15 a.m. Monday, Wednesday and from 11:15 a.m. to 12:15 p.m. on Monday, Wednesday, and Friday.

Grooming

You are expected to shower regularly and present a neat appearance at all times in order to maintain good hygiene standards. Mustaches and beards are permitted. If you are assigned to Food Service, you must wear beard covers. Also, if you are on any job assignment, you may be required to wear beard covers if the Work Detail Supervisor determines the length of the beard increases the likelihood of work injury. You cannot wear artificial hairpieces. Barber services will be available under the supervision of Correctional Services. A barber service schedule of operation will be posted on the unit bulletin board. During normal work days, you are to be in uniform, shirts buttoned and tails tucked in your pants and wearing work shoes.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized:

Storage Space: Storage space in most units consists of an individual locker, desk or cabinet. Locks may be purchased in the institution commissary. The amount of personal property allowed by each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance should any inmate accumulate excessive property or materials to the point where they become a fire, sanitation, security or housekeeping hazard. All clothing items must be maintained in the individual lockers. Specific requirements for storage are posted in each unit.

Clothing: Civilian clothing of any type (except athletic apparel) is not authorized in this institution. All clothing will be neatly stored in the individual's locker. Three personal sweatshirts and sweat pants may be permitted. Individual wash cloths and towels are issued to inmates. Approved authorized footwear may include the following: one pair of steel-toed shoes, one pair of shower slippers, two pairs of athletic shoes and one pair of leisure shoes. Footwear will be placed under the bed. Clothing will not be altered or made in Hobby Craft.

Special Purchase Items: Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials: You are allowed to maintain a limited amount of legal materials and supplies in your locker or in one authorized box stored under your bed. If other storage is allowed, it will be placed on the Bulletin Board.

Commissary Items: The total value of your accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply.

Food Storage: Food items that are left open create a health and sanitation hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. This is considered contraband.

Letters, Books, Photographs, Newspapers, and Magazines: You will be limited to eleven magazines, books, newspapers collectively that can be stored in the locker or shelf provided in each room. Nothing is to be tacked, stapled or scotch taped to any surfaces other than bulletin boards.

Sports Equipment: A limited amount of sports equipment may be maintained in the unit.

Radios and Watches: You cannot own or possess more than one (1) radio and/or watch at the same time. (These items must be authorized). Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with your name and registration number. Only walkman-type radios are permitted, and headphones are required at all other times. You cannot give any items of value to another inmate, i.e., radio, watch, sneakers and Commissary items.

Jewelry: You can have a plain wedding band (without stones) with prior approval and a religious medal without stones.

Quarters Rules

In order to minimize maintenance costs, permit uniform inspection and search procedures assured as maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Unit cells will be inspected on a regular basis by unit staff and unit officer. Typical rules would include items such as:

Pictures cannot be posted on walls, but may openly be placed on the bulletin boards provided for this purpose.

Nude or semi-nude pictures or pin-ups will not be posted in public view.

All beds are to be made daily in the prescribed manner outlined in the unit rule and regulation. If a cell or room is not acceptable, corrective action including the initiating of incident reports can be expected.

Unit meal rotations are based on weekly sanitation ratings of each unit. The unit with the highest rating is called first and the unit with the lowest rating is called last.

Room or cell doors are closed when you are not in the room.

You are responsible for the cleaning and the overall sanitation of your cell. Additionally, you may be assigned cleaning tasks in the unit during off duty hours.

Housing Unit Orderlies will work thirty-seven (37) hours per week. They are responsible for the unit sanitation. However, all inmates are responsible for cleaning up after themselves. Trash baskets and waste baskets should be emptied prior to work call.

Beds will be made each weekday before Work Call. On weekends, beds will be made by 10:00 a.m. At no time, will a mattress be removed from a bunk and placed on the floor.

Showers are available every day, but inmates may not be in the shower during an official count or during cleaning.

Inter-room/cell visitation is normally allowed in the units. A maximum of four inmates, which include the cell occupants, is authorized in a cell. During a cell visitation, the door remains open.

Removal of food from the Dining Room is prohibited.

Steel-toed safety shoes must be worn to work, including inmates assigned to orderly positions in the unit. Personal tennis shoes or loafers are not included. Shoes or sneakers (if authorized) may be worn in the dining room area.

Unit televisions may be viewed during established off-duty hours, which generally coincide with hours the cells or rooms are unlocked. During normal working hours, the television may be viewed at the discretion of the Unit Officer.

Wake-up

General wake-up calls will be at 5:30 a.m. Monday through Friday. The unit is called to breakfast by the Correctional Supervisor on the basis of a meal rotation schedule. The Unit Officer will announce breakfast when notified. You are given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Clothing Exchange & Laundry

All institutional issued clothing remains the property of the government. Any destruction, loss or alteration of any issued clothing will result in disciplinary action.

The initial, and all subsequent clothing issues, will be of serviceable condition clothing, not necessarily new.

All issued clothing, towels, etc., are exchanged on a one-for-one basis, used for used, at the Laundry Room. The schedule for exchange is Monday, Wednesday and Friday 6:15 a.m. to 7:15 a.m. and Monday, Wednesday and Friday 11:15 a.m. to 12:15 p.m.

FCI Memphis allows inmates to retain additional items of a personal nature. In those cases and others, you may wash your personal items using the laundry equipment located in the housing units.

Commissary

Inmates' funds are retained by the institution in trust funds accounts which are non interest-bearing. An inmate may withdraw money for reasons of personal spending in the institution's Commissary, for family support or other approved purposes. Accumulated institutional earnings and money sent from outside are given to inmates upon release, or may be mailed home. This institution has a point-of-sale computerized commissary withdrawal system that simplifies purchasing and provides inmates an improved up-to-date record of all account activity.

The Commissary is open for sales four days per week (Monday-Thursday) during mainline from 11:15 a.m. through 12:30 p.m. and reasonably after the 4:00 p.m. count until the last inmate is served not later than 7:00 p.m. The Commissary will be available to each inmate once a week in accordance with the posted schedule outside the Commissary, unless the inmate has a Unit Disciplinary Committee (UDC) or Discipline Hearing Officer (DHO) sanction.

Spending Limitations

The monthly spending limitation is adjusted annually by the Bureau of Prisons and is currently \$290.00 per month. The monthly validation is conducted based on the fifth digit of your register number times (x) three (3) plus (+) one (1). Example: Fifth digit is 0, validation would be on the 1st, fifth digit is 1= 4th, 2 = 7th, 3 = 10th, etc. All purchases will count against the monthly spending limit with the exception of stamps.

Deposits to Accounts

All funds deposited into your accounts must be accomplished through the Western Union Quick Collect Program or the National Lockbox. Your family and friends may locate procedures regarding deposits on th BOP website at WWW.BOP.GOV

INMATE ELECTRONIC FUNDS TRANSFER - QUICK COLLECT

Inmate families and friends may now send funds through Western Union's Quick Collect Program. All funds sent via Western Union Quick Collect will be posted to the inmate's account within two to four hours when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

1) At an agent location with cash: The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.

2) By phone, using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.

3) ONLINE using a credit/debit card: Your family and friends may go to www.westernunion.com.

- 1) Select Bill Payment
- 2) Select Quick Collect

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Inmate Register Number
- 2) Inmate Name
- 3) City code: FBOP
- 4) State code: DC

Please note that inmate names and register numbers must be entered correctly and if the sender does not provide the correct information, the transaction cannot be completed. The City Code is always the following: FBOP and the State Code is always the following: DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

*Western Union will charge the public a nominal fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public).

NATIONAL LOCKBOX

The Federal Bureau of Prisons is centralizing the processing of all incoming inmate funds. This requires the establishment of a National LockBox location. All funds being sent to inmates at FCI/SCP Memphis, TN must be sent to the National LockBox location at the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

The institution mail room will not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National LockBox. Please notify all persons who send you funds that they must send all funds to the National LockBox mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National LockBox cannot forward any items enclosed with the negotiable instrument to you. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where you are housed.

Instruct them that they must have your committed name (no nicknames) and register number printed on all allowable negotiable instruments which are money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to your account.

Security Procedures

Counts

There are five official counts at FCI Memphis in a 24-hour period. On weekends and holidays, there are six official counts. Counts are as follows: 12:00 a.m., 3:00 p.m., 5:00 a.m., 4:00 p.m. and 10:30 p.m. On Saturdays, Sundays, and holidays stand up counts are conducted at 10:00 a.m. and 4:00 p.m. The counting officer must be absolutely sure that he or she sees human flesh and/or a living breathing human body while performing an official count. Inmates are not to be completely under covers during counts. All inmates are required to stand next to their bunk inside their assigned room. During all other counts, inmates must be counted in their assigned rooms, and remain quiet until the count is announced as clear.

The staff will take disciplinary action if you are not in your assigned area during a count. Disciplinary action will also be taken against you for leaving an assigned area before the count is cleared. You must actually be seen at all counts, even if you must be awakened.

Securing of Cell Doors

All cell doors in the unit will be secured at 10:00 p.m. for the official 10:30 p.m. count.

Callouts

Call-outs are a scheduling system for appointments (which include hospital, psychology, educational, team meetings and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m. on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. If you are in need of routine medical attention, you ordinarily will have to go to the Hospital that morning between the hours of 6:15 a.m. and 6:45 a.m. on Monday, Tuesday, Thursday and Friday and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

Controlled Movement

The purpose of controlled movement is to ensure that the movement of inmates throughout the institution during non-working hours is orderly.

FCI Memphis has a controlled movement during the day and evening hours, seven (7) days a week. The first movement starts at 6:30 a.m. for the Facilities work detail.

Work Call for all other details is at 7:40 a.m., Monday through Friday. Movements thereafter are at 8:30 a.m., 9:30 a.m., and 10:30 a.m. for a period of ten minutes. At 10:30 a.m. the compound will be cleared. All inmates will report back to their assigned detail when work call is announced. Movements will then be at 12:30 p.m., 1:30 p.m., 2:30 p.m. and 3:30 p.m. for ten minutes. On Saturdays, Sundays, and holidays, controlled movements will begin at 8:00 a.m., 9:00 a.m. and 10:00 a.m.; at 11:00 a.m., the serving of the brunch meal begins. Movement will begin again at 12:00 p.m., 1:00 p.m., 2:00 p.m., and 3:00 p.m. for a period of ten minutes. After the evening meal, movement will be on the hour for ten minutes each hour until the compound is closed at approximately 8:45 p.m. There will be a five minute recreation move called before mainlines on day and evening shifts.

Contraband

Contraband is defined as any item not authorized or issued by the institution through approved channels, or purchased through the commissary. All staff are knowledgeable on the subject of contraband and make an effort to locate, confiscate and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Shakedowns

Any staff member may search your room to retrieve contraband or stolen property. It is not necessary for you to be present when your room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random. Any staff member can perform a pat search of your person at any time to prevent the transport of contraband.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program and you do not do so, you will be subject to an incident report. Once you are notified, you are to report immediately to the staff member performing the urine tests. Failure to do so will result in disciplinary action being taken.

Alcohol Detection

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as to be suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations.

Designations as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. If you are designated as a CIMS case, you will be notified by your Case Manager. If you should be in this category and apply for community activities, you should apply in ample time to allow the institution to obtain necessary clearances from the appropriate areas.

Programs and Services

Job Assignments

All inmates are expected to maintain a regular job assignment. Job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit Staff, in conjunction with the Job Committee and Work Performance Committee approve job changes and see that the changes are posted on the Daily Change Sheet through the Control Center.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, a unit orderly, or in a maintenance shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. FCI Memphis has a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from factories producing high-quality products and services for the Federal Government. At FCI Memphis, UNICOR produces and services which are electronic cable assemblies and printing. UNICOR earnings fund other inmates' programs such as pre-industrial training to prepare inmates for employment.

Food Service

Inmates are provided nutritiously, appealing meals at FCI Memphis. Self-service meal operations, for general population inmates include a salad bar. Special diets must be approved by the Health Services Department. A Food Service Identification Scanner has been installed in the Food Service Department. All inmates are required to scan their identification card when eating all meals. If an inmate scans his card more than once, there will be disciplinary action.

Mealtimes

Breakfast

Monday-Friday 6:15 a.m. until 15 minutes after last call

Lunch

Monday-Friday 10:45 a.m. until 15 minutes after last call

Dinner

Monday-Friday after 4:00 p.m. counts until 15 minutes after last call

Short line

Monday-Friday 10:15 a.m.-10:30 a.m. and 3:15 p.m. - 3:30 p.m.

Coffee Time

Saturday-Sunday 7:00 a.m.- until end

Brunch

Saturday-Sunday 11:00 a.m.- until 15 minutes after last call

Dinner

Saturday-Sunday after 4:00 p.m. counts until 15 minutes after last call

Marriages

If inmates wish to be married while incarcerated, the Warden may authorize them to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If you request permission to marry, you must:

- Have a letter from the intended spouse which verifies her intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.

The Chaplains are available to discuss with you and your fiancée the issue of marriage while incarcerated.

Education Department

The Education Department at FCI Memphis offers inmates a variety of opportunities for self-improvement in fields ranging from

academics to vocational training, library services, educational counseling, and recreation. All of these programs are staffed by highly trained professionals dedicated to provide quality programs.

Overview

Education programs include Literacy classes (SLN-Special Learning Needs, PRE-GED, GED), English as a Second Language (ESL), Typing, Advance Occupational Education (AOE), Adult Continuing Education (ACE), Parenting, Release Preparation and various correspondence courses. Also, available are vocational-oriented courses such as Construction Technologies, Building Trades and Apprenticeship Training. Literacy Courses: PRE-GED, GED and Spanish GED are all mandatory classes for a period of 240 hours or attainment of a GED. Other education classes and recreation programs are voluntary. The Education Department recognizes and honors special achievement in these programs with incentives and a graduation ceremony.

Literacy Program (PRE-GED & GED)

All inmates entering the institution sentenced under the Violent Crime Control and Law Enforcement Act (VCCLEA) or the Prison Litigation Reform Act (PLRA) and do not possess a high school diploma or GED are required to participate in the literacy program. On November 3, 1997, VCCLEA became effective mandating that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED to vest earned Good Conduct Time. PLRA provides that in determining GCT awards, the Bureau will consider whether an inmate, with a date of offense on or after April 26, 1996 who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

Any inmate entering this institution who has not attained a high school diploma or passed the GED exam are required to enroll in the Literacy Program (except as noted in Program Statement 5350.25 and below) for a mandatory period of 240 hours or until attainment of a GED, whichever occurs first. The Supervisor of Education will appoint a Literacy Coordinator to ensure that this program is administered according to BOP policy.

1. Inmates entering the institution with an "UNKNOWN" education status who do not claim a GED or a high school diploma will be administered the TABE (Test of Adult Basic Education) for English-speaking inmates or the SABE (Spanish Assessment of Basic Education) for Spanish-speaking inmates and will ordinarily be enrolled in school within 120 days of their arrival to the institution. If an inmate claims to have a GED or high school diploma, he will be given 60 days in which to produce the appropriate verifying

documentation. If this cannot be accomplished, staff will administer the TABE/SABE and enroll the inmate in class.

2. Inmates entering the institution who were previously enrolled at another institution or whose education status indicates "GED NEEDS," will be enrolled in the GED program generally within 120 days of arriving to the institution. These inmates may be administered the TABE/SABE at the discretion of the Literacy Coordinator in order to assess their current competency level.

3. Inmates enrolled in GED must attend class for a period of 240 hours or until they successfully pass the GED exam. The GED Practice test and Official GED test are administered monthly. Inmates must be referred for testing by their teachers. Inmates who complete the mandatory period but have not yet passed the GED are encouraged to continue their enrollment; however, they may withdraw with the approval of their unit team. Inmates who withdraw are not eligible for UNICOR or IPP promotions above grade four (4) and are subject to GCT sanctions contingent with the VCCLEA/PLRA laws. Inmates who wish to withdraw must submit an "Inmate Request to Staff Member, the Literacy Coordinator, which must be approved by the Supervisor of Education. Inmates who withdraw voluntarily may re-enroll at a later date; however, if a wait list exists, enrollment may be delayed.

Class Assignment:

Classes (SLN, Pre-GED, GED and Spanish GED) are held Monday through Friday during the morning, afternoon and evening hours. Students will be enrolled based on class availability and inmate skill level. Inmates will attend classes part of the day and be assigned to work details for the other part of the day.

Incentive Program:

Inmates receive grade four or maintenance pay for each hour of good attendance and participation. SLN students receive certificates of achievement for each level of mastery completed. Pre-GED students who attain an average score of 8 or above receive a dictionary and are promoted to a GED class. GED graduates receive a \$25 bonus, a graduation photo and participate in the annual graduation ceremony. GED graduates also receive an official diploma issued by the State of Tennessee and become eligible to earn above Grade 4 pay on their institution or UNICOR job.

Good Effort Pay Promotion Exemptions

If an inmate needs more time in the literacy program than the average inmate, he may be granted a pay promotion exemption. Inmates MUST meet the following criteria before being considered for this exemption: (1) must complete 480

consecutive classroom hours in Literacy/ESL and have an EDI progress assignment of GED SAT.

(2) must have six (6) months of clear conduct, which includes no un-excused absences or tardies from class and not found guilty of any incident report. (3) must be working in class at an acceptable level of effort with no negative reviews for the last six (6) months. Inmates who are granted an EP exemption but later violate one of the above conditions or withdraw from the program will lose their exemption status.

For more information about the Literacy Program, contact the Literacy Coordinator, in the Education Department.

English As a Second Language (ESL)

The ESL Program is a mandatory program for those inmates whose native language is not English. Inmates with INS Detainers are encouraged, but not required, to participate in this program.

The CASAS (Comprehensive Adult Student Assessment System) test is given to determine a student's knowledge of English. Inmates who score lower than 225 points must enroll in school until they learn English well enough to pass the test.

The ESL class meets Monday through Friday in the afternoon (12:00 p.m. to 1:30 p.m.). Students who have completed the ESL Program but wish to remain in class to improve their English skills may do so if classroom space is available.

ESL graduates receive a \$25 bonus, an English-Spanish dictionary, a graduation photo and can participate in the annual graduation ceremony. Graduates also receive a certificate issued by the Education Department.

For more information about the ESL Program, contact the ESL Coordinator, in the Education Department during open-house hours.

Advanced Occupation Education (AOE)

The AOE program consists of two one-year certificate programs: Computerized Business Education through Memphis City Schools and Quality Assurance and Supervision through Southwest Tennessee Community College (STCC).

Computerized Business Education:

The Computer Business Program takes approximately one year to complete and consists of the following classes:

1. **Word Processing:** Students are introduced to the creation of text documents for common business applications.

2. **Spreadsheets:** Students are introduced to electronic spreadsheets through the practice of reports commonly used for business and personal finance, i.e., balance sheets, income statements and amortization.
3. **Database Operations:** Students are introduced to electronic record keeping using the database management components of word processing and spreadsheet software.
4. **Graphics:** Students are introduced to desktop publishing using graphic techniques to create banners, greeting cards, posters, etc.
5. **Presentations:** Students are introduced to techniques used to create, edit, and use slide shows.

All students must have a high school diploma or GED and be able to type at least 30 words per minute to enroll in the computer application's program. The classes meet Monday through Friday mornings (7:30am to 11:30am) and afternoons (12:00pm to 2:00pm). Students attend morning or afternoon classes and are assigned to work details for the other part of the day. Students receive 4th grade pay for each hour of attendance. Graduates of all five classes receive a certificate issued by the Memphis City Schools Adult Vocational Department, a graduation photo and the option to participate in the annual graduation ceremony. Graduates with at least a B average will also receive a \$25 bonus. Flyers are posted in the units and in the Education Department to announce each new class. Do not send any cop-outs; you must obtain information and register for the program in person.

Occupational Training (Quality Assurance and Supervision)

The Quality Assurance and Supervision technical certificate program offered through Southwest Tennessee Community College (STCC) is designed for students with varied backgrounds. The certificate provides education and training in the practical knowledge and skills needed in today's ever-changing workforce. The courses are tailored to the needs of the student and local businesses. Inmates earn three college credit hours for successfully completing each course. The following classes are included in the certificate program.

1. MGMT1200 - Introduction to Quality & Productivity (3 credit hours)

This course covers major approaches to quality assurance and productivity management including the Deming, the Juran, the Ishikawa, and the Crosby approaches. Readings and discussions on these philosophies are an integral part of the course. Introduction to the tools and methods of quality improvement is provided.

2. MGMT2300 - Management for Quality I *(3 credit hours)*

This course covers process analysis and control systems, problem solving techniques, and the body of knowledge for the Certification for Quality Manager exam (CQM). A methodology for implementing Total Quality is also discussed.

3. MGMT2000 - Project Management *(3 credit hours)*

This course is designed to increase project success for both new and experienced Project Managers. It presents a proven, customizable, best practice's approach and provides a practical set of management tools, templates and techniques for planning, scheduling and controlling project activities to meet project performance, cost, and time activities.

4. ISDS2806 - Supply Chain Management *(3 credit hours)*

The objective of this course is for each student to know the elements of Supply Chain Management, including, but not limited to the following areas: supply chain management and logistics strategy, supply chain management and logistics in a competitive context, customer service, functional excellence, supply chain techniques to achieve excellence, and future supply chain trends and issues.

5. INET2043 - Statistical Quality Control and Lab *(3 credit hours)*

This course covers the statistical concepts of frequency distributions, Xbar-R charts, attribute charts, lot-by-lot acceptance sampling plans, and the normal curve. Other topics include product reliability, process capability, preventive maintenance, and quality assurance. Computer applications and spreadsheets are used.

6. MGMT2040 - Strategic Planning *(3 credit hours)*

This course provides an introduction to strategic planning with an emphasis on the integration of quality as an integral part of that plan. Included is a study of how Cost of Quality systems can point the way to problem areas. Emphasis is placed on the link between strategic planning and leadership and customers' and market focus.

If you are interested in attending college classes, contact Ms. Murphy, AOE Coordinator, Wednesday & Thursday, 5:00 p.m. - 8:00 p.m. or Friday, 7:30 a.m.- 3:30 p.m. Also, if you are interested in taking correspondence courses contact Ms. Murphy during the same hours.

Vocational Training

Vocational training consists of Construction Technologies exploratory class, Building Trades one-year, certificate program and various Apprenticeship classes. A description of each program is as follows:

Construction Technologies

The Construction Technologies program is an eight-week half-day course which meets Monday through Friday from (12:30 p.m. to 3:30 p.m.). The course is designed to provide students with a broad over view of various vocational trades, and to provide training in the identification and application of various tools and equipment associated with these trades. The class focus is on three main areas: Work-Place Safety, Trade Mathematics and an overview of specific vocational trades. The class is open to anyone interested in obtaining a familiarity with vocational trades, but is specifically designed to prepare students who are interested in participating in the Building Trades Program.

Students will receive grade four (4) pay for their school attendance and will be required to report to the assigned classroom in the Education Department. Flyers announcing the start date and location of each class are posted in each housing unit.

For more information about the Introduction to Vocational Training Class, submit an Inmate Request to Staff (Cop-out) to the instructor.

Building Trades

Building Trades is a one-year, marketable skill level program which introduces students to the fields of masonry, carpentry, electrical wiring and refrigeration/air conditioning.

Each phase of the program is approximately twelve weeks long. Classes are held Monday through Friday 7:40 a.m. to 3:40 p.m. Students receive grade four (4) pay for their school attendance and are assigned to the education department for a full day. Students who complete all four phases receive a \$25.00 bonus, graduation photo and can participate in the annual graduation ceremony. Graduates of each phase also receive a certificate issued by the Education Department.

Each course includes classroom instruction and "hands-on" training in the VT shop. A portion of the class includes "live-work" projects performed throughout the institution. For more information or to be placed on the waiting list for the next class, submit a "Cop-out" to the instructor.

Apprenticeship Program

The Apprenticeship Program is a long term "On-the-Job" training program that provides students with certified work experience and training in various lines of work. Most areas of study take approximately four years to complete. However, accumulated hours can be transferred to apprenticeship programs in the community upon release. Currently, apprenticeships are available in the following trades or skill areas: Dental Assistant, Quality Control, Carpentry, Electrician, Plumber, Landscape Gardener, Refrigeration and Air-Conditioning, Welding, Architectural Drafting, Food Service, Painter, Electronics Tester, Electrical Maintenance, Printer Press Operator and Purchasing Agent. Detail Supervisors, along with the Apprenticeship Coordinator work together to administer the program for each student who is accepted as an Apprentice. For more information about the Apprenticeship Program, submit a "Cop-out" to the Apprenticeship Coordinator.

Auxiliary Services

Library Services

The Education Department provides inmates an opportunity to access a leisure and a law Library. The Leisure Library provides available newspapers, magazines, reference materials, and fiction and nonfiction literature in Spanish and English. An Inter- Library Loan Program is also available through the Memphis/Shelby County Library. This program allows inmates to checkout books from the Memphis/Shelby County Library system for a two-week period.

ACE (Adult Continuing Education)

Adult Continuing Education classes are 10 weeks. These classes are offered quarterly and taught by inmates. Courses are frequently changing on a quarterly basis to meet the needs and interests of the inmate population. Classes offered include: Personal Finance, Real Estate, Essay Writing, Spanish, Purchasing Management, Poetic Writing, Legal Research, Business Law, Screen Writing, Public Speaking, Self Empowerment, Parenting, Algebra, Great Books, Small Business, Spelling, Sociology, Lifestyle & Criminology, Fundamental Electricity, Drama, Drawing, and African American History.

Classes are held during evening hours and on Saturdays as space is available and are open to anyone who is interested. Flyers are posted in the Education Department and in the housing units to announce each class. ACE classes meet weekly for 10 weeks and require 80% attendance for completion. Students receive a certificate of achievement issued by the Education Department upon completing the class.

For more information about these classes or to suggest a new class, contact the ACE Coordinator in the Education Department.

Pre-Release

The Pre-Release Program is designed to assist inmates who are within one year of being released. This program assists inmates in improving basic job development skills to include resume writing and the job interview process.

Career Counseling Services

The Career Counseling Program is designed to do the following:

- to assist inmates to achieve individual goals
- to increase the opportunities for post-release success
- to receive training, professionally, from guidance counselors
- to establish a credible and viable guidance counseling program within each federal correctional institution
- to work as an integral component of all departments within the institutions for the improvement of inmate work, educational and occupational/vocational programs.

If you are interested in this program, you should see the coordinator of this program whose office is in the Education Department.

Education Advisors

The Career Counselor from the Education Department is assigned to the housing units and serves as the Education Advisor to inmates living there. The Counselor functions as a member of the unit teams, counsels inmates on education concerns, and serves as a liaison between the units and the Education Department.

THE RECREATION DEPARTMENT

The Recreation Department offers many opportunities for physical exercise, relaxation, and self-improvement. Through the intramural sports program, inmates can participate in softball, basketball, soccer, volleyball, and flag football.

Wellness Program

The Wellness Program offers instruction on various health/fitness topics and encourages lifestyle changes that will lead to better physical and mental health. Activities available include structured classes, exercise programs and fitness clubs. Participants not only benefit from their lifestyle changes but also receive certificates for program completion. Activities include the Following:

Weight Management	Smoking Cessation
Aids Awareness	Health Awareness
Nutrition	Stress Management
Aerobics	Abdominals
Step Bench Aerobics	Stretching
Walking	Spin Bike

Leisure Program

A variety of activities are available on the recreation yard, softball field and in the gymnasium for "off-duty" inmates.

There are facilities on the recreation yard to play horseshoes, boccie ball, volleyball, handball, racquetball, basketball, soccer, shuffleboard, horseshoes, stationary bike program and football. There is a jogging/walking track which is approximately 1/3 mile in length. There is an activity room available for billiards and ping pong. Recreation also offers a music room for individual practice and for use by groups.

The Hobby Craft Program provides tools, a work room and instruction in various crafts including leather craft, woodworking, and painting and beading. Inmates can order hobby materials and supplies, athletic equipment, athletic clothing and some musical instruments through Recreation Department. Current, airplane edited or PG-13 rated, movies are shown in each unit on Wednesday, Thursday and Friday nights at 6:00 p.m. and 9:30 p.m.

HOURS OF OPERATION

Education/Libraries/Recreation

Academic/VT Areas

Monday thru Friday

7:35 a.m. to 11:30 a.m.

12:30 p.m. to 3:45 p.m.

Law Library & Leisure Libraries

Monday thru Friday

7:35 a.m. to 11:30 a.m.

12:30 p.m. to 3:45 p.m.

Saturday(s)

7:30 a.m. to 3:30 p.m.

******On Saturdays, an out count is conducted for inmates choosing to remain in the library during the 10:00 a.m. count. This provides inmates an opportunity to meet legal deadlines and read books at their leisure for (8) hours without interruption in services over the weekend. ******

Gymnasium/Music Room

Monday thru Friday

12:30 p.m. to 3:45 p.m.

5:00 p.m. to 8:45 p.m.

Saturday & Sunday

7:30 a.m. to 3:45 p.m.

5:00 p.m. to 8:45 p.m.

(Gym closed during softball games)

Recreation Yard

Monday thru Friday

6:00 a.m. to 10:30 a.m.

12:00 p.m. to 3:45 p.m.

5:00 p.m. to 8:45 p.m.

Hobby Craft

Mon., Wed., Fri.

5:30 p.m. to 8:45 p.m.

Tues., Thurs., Sat, Sun

12:30 p.m. to 3:45 p.m.

5:00 p.m. to 8:45 p.m.

Saturday & Sunday

7:00 a.m. to 10:00 a.m.

11:00 a.m. to 3:45 p.m.

5:00 p.m. to 8:45 p.m.

Counseling Programs

There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholic Anonymous, Self-Image groups and other voluntary groups offered by Unit Team Staff and Volunteers. In addition, FCI Memphis has professional staff as resources who are trained in the various social science fields.

Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit Staff are available in the units for informal counseling sessions and they conduct formal group counseling activities.

Psychology and Psychiatry Programs

Psychologists are available to inmates to provide counseling and other mental health services. FCI Memphis also has a contract psychiatrist, who is a medical doctor and available by appointment for medication management.

PSYCHOLOGY SERVICES

Psychology Services offers a wide range of professional services to inmates by qualified psychologists. Advanced doctoral students who work under the direct supervision of a licensed psychologist are also available to provide professional care to the inmate population.

Every inmate must complete a Psychology Services Inmate Questionnaire within 14 days of his arrival. Please keep your appointment when placed on call-out.

Inmates who are having major psychological symptoms such as depression or anxiety, as well as those with significant interpersonal difficulties are encouraged to seek services. It is common to have inmates seek advice from Psychology Services on such matters as how to resolve a problem with a family member or another inmate, or how to prepare for release back into the community. Inmates are also encouraged to notify staff when they encounter any behavior or situation that may suggest an inmate is upset and/or potentially suicidal.

It is common for inmates to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, serving a long sentence, experiencing family problems or problems getting along with other inmates or they receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Services Department.

However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate is showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member immediately. Your input can save a life.

Psychology Services are also available to victims of sexually abusive behavior. Sexually abusive behavior is defined in the Bureau's Admission and Orientation Pamphlet on Sexually Abusive Behavior Prevention and Intervention. Key elements contained in this pamphlet are discussed by psychology staff during the A&O lecture, and the pamphlet is provided upon arrival to all inmates. Sexually abusive or intimidating behavior is prohibited and will result in disciplinary action. Evaluation of the need for sex offender treatment or management will be provided to sexually abusive inmates. Inmates meeting the criteria for treatment or management may be transferred.

Available services to inmates include the following: individual counseling and crisis intervention, simple advice concerning personal issues, psychological testing (only by proper referral), specialty groups such as anger management and stress management and drug and alcohol treatment. If an inmate is taking psychotropic medication or there is a need to begin taking it, psychiatric consultations are available through the Psychology Department. Psychiatric Services for inmates who need to be on psychotropic medications are coordinated by Psychology in cooperation with the hospital.

There are different ways of obtaining psychological services. Submitting a cop-out is the preferred way to have an appointment scheduled; generally, it doesn't take more than a week to be seen by someone. However, if a crisis arises that requires immediate attention, an inmate should have another staff member such as a work supervisor, correctional officer, or member of the unit team notify Psychology Services.

In cases of emergencies an inmate will always be seen as expeditiously as possible. Inmates are asked, however, to be discreet about what they call an emergency. Lastly, inmates can always talk to anyone from the Psychology Department anywhere on the grounds of the institution.

Drug Abuse Program

A 15-Hour Drug Education Program is offered through the Psychology Department. The program schedule varies, but often involves group sessions several-times a week. In order to complete the program, participants must take a competency-based post test and obtain a score of at least 70%. Generally, the Drug Education Program is voluntary; however, it is mandatory if (1) There is evidence that alcohol or other drug use contributed to the commission of the offense, (2) Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status, (3) There was a recommendation for drug programming during incarceration by the sentencing judge, or (4) There is evidence of a history of alcohol or other drug use. Failure to comply with the treatment recommendations may result in sanctions.

FCI Memphis does not offer the Residential Drug Abuse Program (RDAP), but will screen inmates for program qualification. Incentives are offered to inmates who meet eligibility requirements and complete this program. These incentives include early release and consideration for maximum half-way house placement.

Follow-up drug abuse treatment services are offered to inmates who have completed RDAP at another institution. Inmates who have completed a residential treatment program are fully expected to participate in building upon the principles in which they learned in treatment.

Non-Residential Drug Abuse Treatment is also available for inmates interested in a recovery program at this institution. Alcoholics and Narcotics Anonymous groups are also offered through Unit Team for interested inmates. These programs are offered on a strictly voluntary basis.

Religious Programs

FCI Memphis offers a wide range of religious programs to inmates. Staff chaplains are available to all inmates, some contractors, contract and volunteer representatives of specific faiths are also available. Special religious diets, holiday observances and other worship activities are coordinated through the chaplain's office. Information about these programs is available in the orientation program and from the Chaplains.

Pastoral Care

Please inform your family, friends or significant others to call the institution at (901) 372-2269 to report health emergencies. You will be notified only after information/emergency has been confirmed by the Chaplain.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include the following: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government and other court-ordered obligations (e.g., child support, alimony, other judgments).

Unit staff assists in planning, however, inmates are responsible for making all payments required, either from earnings within the institution or from outside resources. If an inmate refuses to meet their obligations, they cannot work in UNICOR, receive performance pay above the maintenance pay level, participate in any community-based activities, receive release gratuity or make special purchase orders.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Health Services

General Information:

The Health Services Department offers a wide variety of services and is staffed by physicians, physician assistants, nurses, pharmacists, dentists and administrative staff. All inmates are assigned a primary care provider (PCP) and may not change PCP's. Outside specialty services are also available on referral by your PCP and approval by the Clinical Director and the Utilization Review Committee. An Inmate Request to Staff Member (cop-out) must be submitted for all routine appointments and those with the eye doctor.

Sick Call & Appointments:

Inmates may attend sick call to have their medical conditions evaluated by health care providers. Sick call will normally be held in the Health Services Unit four days per week on Monday, Tuesday, Thursday and Friday, from 6:30 a.m. until 7:00 a.m.

The clinical staff member conducting sick call will triage all patients and determine if immediate care is necessary, an appointment is to be made with the patients PCP at a later date, or no care is required and/or over-the-counter medications are available through the Commissary. If an inmate wishes to receive an appointment with their PCP for a routine issue, he may do so by completing an Inmate Request to Staff Member (cop-out) addressed to Medical PA and depositing it in the institutional mail system. Upon receiving the cop-out the PCP will place the inmate on call-out for their requested appointment. All requests for appointments received by the PCP will be triaged and scheduled according to the BOP scheduling guidelines. Those inmates who are not indigent and can manage their complaints with over-the-counter medications will be directed to do so. All inmates receiving medical care will be assessed a \$2.00 copay, within the guidelines of P.S. 6031.02, Inmate Copayment Program, dated August 15, 2005.

A call-out or other appointment authorization is required to enter the Health Services Department unless you are accompanied by a staff escort or are involved in a medical emergency. If you are late for your scheduled appointment, it may be canceled, requiring you to make another appointment by resubmitting a cop-out to the respective staff member. Failure to report for your appointment will result in an incident report. When reporting to the pill line, insulin line or any other appointment in the Health Services Department all inmates must be wearing the proper uniform and present their picture ID commissary card to the staff.

If an inmate is seriously injured or has an emergency at work, recreation, or in your quarters, contact your detail supervisor, unit officer or the nearest staff member immediately and Health Services will be immediately notified.

If an inmate is evaluated for the same complaint three times and feels he has not received adequate treatment, he may request an evaluation by the physician via cop-out.

Admission and Orientation:

As part of the A&O process, an admission physical examination will be given within 14 days of admission into the federal system. Inmates transferring from other federal institutions will have their record reviewed for any necessary medical testing or examinations. Inmates who are in chronic care and receive

long term medication will be evaluated by the physician within two weeks of arrival.

Periodic Health Examinations:

The Clinical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population as outlined in the Preventive Health Guidelines.

Release Examinations:

An inmate being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release.

Eyeglasses and Contact Lenses:

BOP Prescription eyeglasses will be furnished for corrective vision needs. If you desire more than one pair of glasses, or different frame style than provided by the BOP, you may purchase a pair from an outside vendor upon determination of need and approval of the Health Services Administrator. A copy of your prescription may be obtained by submitting a cop-out to Medical Records. Local guidelines will govern the type and style of glasses obtainable. Contact Lenses may only be prescribed when, in the clinical judgement of the optometrist, an eye-refractive error is best treated with the prescription of contact lenses, you will be evaluated to determine whether or not you may retain the lenses. Unless medical staff determine that contact lenses are medically necessary, prescription glasses must be obtained from home or an appointment made with the institution's optometrist for a prescription. Once the glasses are received, the contact lenses must be returned to personal property or mailed home.

Dental:

A dental screening exam will be completed during A & O for newly incarcerated inmates. Inmates may be placed on a treatment list for non-emergency dental procedures or routine cleaning of teeth by submitting an Inmate Request to Staff Member to the dental clinic. In the event of a dental emergency, you must report to Dental sick call. Dental sick call will be held in the Health Services Unit on Monday, Tuesday, Wednesday and Friday from 6:30 a.m. until 7:00 a.m.

Pill Lines & Medications:

Pill lines have been established for inmates receiving prescribed medications. Medication is administered through the Pharmacy window at 6:00 a.m., 12:00 p.m., 5:00 p.m. and 8:00 p.m. All inmates reporting to pill line and/or insulin line are required to present their picture ID commissary card and their pill line card or their insulin card.

Inmates requiring insulin will report to Health Services at 6:00 a.m. and 5:00 p.m. Weekend and holiday morning pill line is at 8:00 a.m. If you are picking up a prescription medication, you are required to present your picture I.D. Card.

Over-the-Counter (OTC) Medications:

Unless an inmate falls under indigent status or if an inmate is being treated for a serious acute or long term medical problem (s), all OTC medications must be purchased from the Commissary.

Living Wills:

All inmates are entitled to a Living Will, otherwise known as an advanced directive. A Living Will is a legal document allowing a person to state in advance how they want to be treated should their medical condition prevent them from making an informed decision regarding artificial life support.

In the absence of a Living Will, the Bureau of Prisons will ensure life-sustaining measures such as cardiopulmonary resuscitation, ventilators, and other life support mechanics. Removal from life support will require court action either by the Bureau of Prisons or the affected inmate's family.

If an inmate wants to have a Living Will, the criteria and procedures required are as follows:

1. Obtain a copy of the Tennessee statute pertaining to Living Wills from the Health Services Administrator.
2. Contact your family and/or legal counsel to have the document prepared.
3. When the inmate has received a copy of the legal final document, he must make an appointment with the Clinical Director for a review of the document and discussion of his legal request. A copy will be placed in the inmate's medical record.
4. Any time an inmate who has a Living Will is sent out to a local hospital, a copy of the Living Will will also be sent to the hospital's records.

At no time will any Bureau of Prisons staff assist an inmate in preparing a Living Will. If an inmate has any questions concerning a Living Will, direct him to the Health Services Administrator.

Inmate Co-Pay:

1. All inmates in non-indigent status will be charged a fee of \$2.00 for requested sick call evaluations by their primary care providers or the physician. Fees will not be charged for chronic care clinics, preventive health care services (e.g., immunizations, PPD skin tests, glucose tests and blood pressure checks), emergency services, diagnosis and treatment of infectious diseases, mental health care, substance abuse treatment or outside specialty referrals.
2. Inmates who are found to be responsible throughout the Disciplinary Hearing Process to have injured another inmate will be charged a \$2.00 fee for any medical services necessary to the injured party.

NOTICE TO INMATES

INMATE COPAYMENT PROGRAM Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI Memphis provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

A. Application:

The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. An inmate must pay a fee of \$2.00 for health care services, charged to his Inmate Commissary Account, per health care visit, if he receives health care services in connection with a health care visit that he requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on his behalf for a health service not listed in section C., below, he will be charged a \$2.00 co-pay fee for that visit.

2. Inmates must pay a fee of \$2.00 for health care services, charged to his Inmate Commissary Account, per health care visit, if he is found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, a fee will not be assessed:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

An inmate's health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

D. Indigence:

An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If an inmate is considered indigent, he will not have the co-pay fee deducted from his Inmate Commissary Account.

If an inmate is NOT indigent, but he does not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into the inmate's Commissary Account.

Complaints:

An inmate may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Health Care Rights and Responsibilities:

While in the custody of the Federal Bureau of Prisons inmates have the right to receive health care in a manner that recognizes his basic human rights and he also accepts the responsibility to respect the basic human rights of his health care providers.

HEALTH CARE RIGHTS AND RESPONSIBILITIES FORM

RIGHTS

- | | |
|--|---|
| 1. You have the right to access health care services based on the local procedures at your institution. Health Services include medical sick call, dental sick call and all support services. If inmate cop-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care. | instructions if you are admitted as an inpatient to a hospital. |
| 2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity. | 5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome. |
| 3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden. | 6. You have the right to obtain copies of certain releasable portions of your health record. |
| 4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with | 7. You have the right to be examined in privacy. |

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate request to Staff Member form*, main line, or the accepted Inmate Grievance Procedures.

4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

5. You have the responsibility to keep this information confidential.

6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. You have the responsibility to comply with security procedures should security be required during your examination.

RIGHTS

8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau policy. (If you are under the age of 50, once every two years; over the age of 50, once a year, and within one year of your release.

13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance

with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

RESPONSIBILITIES

8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Contact with the Community and Public

Incoming Correspondence

First class mail is distributed Monday thru Friday (except holidays) and ordinarily by the evening watch officer in each unit. Newspapers and magazines may also be delivered at this time. Inmates will be placed on callout by Mail Room staff to pick up legal mail Tuesday through. Legal mail is delivered by Unit Staff on Fridays. The number of incoming letters an inmate may receive will not be limited unless the number received may place an unreasonable burden on the institution.

Inmates are asked to advise those writing to them to put the inmate's registration number and quarters assignment on the envelope to aid the prompt delivery of mail.

All inmate packages received at the institution must have prior authorization.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) only from the publisher, book club, or book store. An inmate may receive hardcover publications only from the publisher, book club, or book store.

Inmates may retain a collective total of eleven publications (newspapers, magazines, books) to the amount that can be neatly stored in the locker and/or shelf provided in each room, because of sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publication upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order, or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- * It depicts nudity or sexually explicit material.
- * It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- * It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons' institutions.

- * It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- * It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- * It encourages or instructs in the commission of criminal activity.
- * It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail

"Special Mail" is a category of correspondence which may be sent out the institution unopened and unread by staff. The following are examples of "Special Mail": correspondence to the President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation, Members of the U.S. Congress, Embassies and, Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Police Commissioners, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys and Representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal Law Enforcement Officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is done by the Mailroom staff Tuesday through Thursday. On Fridays, Special Mail is delivered by Unit Staff. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media

Inmates may write through Special Mail procedures to representatives of the news media if specified by name or title.

Inmates may not receive compensation or anything of value with the news media. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates

Inmates may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, and/or the party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

If both inmates are confined in Federal Institutions, the Unit Manager must authorize the correspondence. In unusual situations, the Unit Manager must forward the authorization to the Warden. If one inmate is in a Non-Federal facility, then the Warden must be the approving official.

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include the following:

- * Matter of which is not-mailable under law or postal regulations.
- * Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- * Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to

protect property or funds that were legitimately his at the time of his commitment.

* For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property

Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

- * Correctional Counselor - Release Clothing
- * Health Service Administrative - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- * Chaplain - wedding bands -- married inmates may be permitted to have their wedding bands, as long as it is a plain band containing no stones.
- * Associate Warden (Programs) - questionable item or items not covered in the other categories will be submitted to the Associate Warden (Programs) for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail

The Mail Room will provide inmates with change of address cards required by the U.S. Postal Service. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in addresses.

Any general mail received after 30 days will be returned to the sender. Any special mail will be forwarded indefinitely.

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so through the Mail Room. An inmate may not be provided services such as express mail, private carrier services, Certified Mail or stamp collecting while confined.

Funds Received Through the Mails

Funds for inmates will not be accepted at the institution and must be deposited by sending funds to the National Lock Box at Post Office Box 474701 Des Moines, Iowa 50947-0001. To assure the correct posting of accounts of monies received through the mail, checks and money orders must contain the inmate's name and registration number sent to the National Lock Box for deposit to the inmates' account. Any checks or money orders will be returned to the sender with a letter of explanation that inmate funds from outside sources must be made through the National Lockbox.

Telephone Calls

It is the policy of FCI Memphis, to provide inmates free access to public telephones for private, long distance collect and local calls.

Six telephones for long distance, international and collect calls are in each housing unit. Only inmates assigned to a particular unit may use the telephone in that unit.

Collect calls will be made only to the party legally responsible for the telephone charge incurred. Third party or three way calls are not permitted.

Phones are available to the inmate population between the hours of 6:00 A.M. and 10:00 P.M., both weekdays and holidays.

Calls will be limited to 15 minutes actual use so that all eligible inmates will have an opportunity to use the phone. Incoming calls will not be accepted. Should an emergency arise, the calling party may contact the inmate's Case Manager who will contact the inmate, who may then return the call. After hours, contact should be made with the Operational Supervisor Lieutenant. Local calls will be made from the phones located in the units. Detailed rules, regarding the ITS II system, are published in an institutional supplement.

Visits

Upon arrival at FCI Memphis each inmate, in conjunction with his Correctional Counselor or Case manager will develop a visiting list. Ordinarily, immediate family members(i.e., mother, father, step parents or foster parents, brothers, sisters, wife and children) will be placed immediately on an inmate's regular visiting list. The inmate should contact the staff to be certain an approved visiting list is on file.

Other relatives, such as grandparents, aunts, uncles, sister-in-law, brother-in-law, and cousins, may be placed on the approved visiting if the inmate wishes to have such visits regularly.

Visiting privileges may be extended to family and associates having established relationships prior to incarceration, unless such visits could reasonably create a threat to the security and good order of the institution.

Ministerial and religious visits are approved by the institution Chaplain. A minister must be placed on the inmate's visiting list in accordance with FCI Memphis' visiting regulations if continued visiting is desired.

Special visits, which will not count against an inmate's regularly allotted visiting time, include such persons as clergymen, former or prospective employers (when the purpose of the visit is for an employment potentiality) and attorneys. Visitors in this category will be approved by the Unit Manager in advance and in writing to the Visiting Room Officer and the Receptionist.

Due to space limitations in the Visiting Room, and to insure equal opportunity for all inmates to have visits, the following restrictions are placed on the number of visiting hours an inmate can receive in a given month.

To avoid chronically overcrowding in the Visiting Room, each inmate is allowed 30 visiting points per month. Each visiting point is equal to one (1) hour of visiting on weekdays.

On Weekends you will be charged (2) hours per hour. These points are not accumulative from one month to another. Each visit, regardless of length, will be charged a minimum of one point.

The visiting room will be open from 8:30 a.m. to 3:00 p.m. on Saturday, Sundays and holidays, the 1st, 2nd, 4th, and 5th Thursday from 5:30 p.m. until 8:00 p.m., and on Fridays from 2:30 p.m. until 9:00 p.m. for general population. The hours are from 1:00 p.m. to 5:00 p.m. on Thursdays for the Federal Detention Center (FDC) Inmates. The third Thursdays of each month from 5:30 p.m. to 8:30 p.m., will be visiting for the Special Housing Unit inmates.

Identification of Visitors

Identification is required for visitors. One of the following forms of identification will be used for identification purposes: Valid Driver's License, photo identification, Government Identification (I.D.) (State or Federal) or a United States Passport prior to their admission into the institution.

Visitors will be required to submit to a search and will be checked with a metal detector. All permissible items will be searched using the scanning machine. Unauthorized personal articles belonging to visitors must be left in their vehicle.

Visitors are not allowed to bring any money into the Visiting Room, however, a debit card may be purchased prior to entering the Visitation Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No food may be brought into the visiting room, but vending equipment is located convenient to all Bureau visiting rooms.

Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order.

No items may be exchanged in the Visiting Room between visitors and inmates.

Access to Legal Services

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he is an attorney and the front of the envelope must be marked "Special Mail" - open only in the presence of the inmate. It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorneys will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an un-monitored phone call between an attorney and inmate, the inmate must follow procedures at FCI Memphis. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library

If an inmate has a need to prepare legal materials for court, a law library is available for each man's use. In the Law Library are various titles of the United States Code, legal stationary, carbon paper and typewriters.

Each inmate is welcome to use the law library for his legal research. Each man is reminded, however, that the law library is for everybody's use. Therefore, everyone should attempt to keep the material in good shape.

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status via delivery.

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows a statement to the effect that papers which an inmate signs are "true and correct under penalties of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transaction, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A coin-operated machine is available in the Education Department for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim inmates must complete a Standard Form 95. They can obtain this form from the Unit Staff.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 552.

Inmates Access to Central Files

An inmate may request review of disclosable portions of his central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing, or any time he makes a request. Unit Staff will permit the review of the central file via request to a staff member.

Inmate Access to Other Documents

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentences, or reprieves. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime.

A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of a sentence (a reduction of a sentence imposed after a conviction), and a reprieve (the suspension of a sentence for a period of time). Inmates should contact their assigned case manager for additional information regarding this program.

Commutation of Sentence

The Bureau also advises inmates on commutation of sentences. This is a form of executive clemency power used to provide post-conviction relief to inmates during their incarceration.

This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses.

Commutation of sentences is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentences must do so on forms that are available in the inmate law library. The rules governing these petitions are also available in the Law Library.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition or has passed away. Depending on an inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not escorted by a staff member, a U.S. Marshal, or other Federal, or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. Not all inmates at FCI Memphis are eligible for a furlough.

The Bureau has a furlough program for inmates who have community custody and have two (2) years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- Visits to dying relatives.
- Attendance at funeral of relative.
- Obtaining medical services not otherwise available.
- Contacting prospective employers.
- Establishing or re-establishing family or community ties.
- Participating in selected educational, social, civic, religious and recreational activities, which will facilitate release transition.
- Any other significant reason consistent with the public interest.

Pre-Release Programming

The pre-release program is designed to assist inmates in preparation for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with a U.S. Probation Officer and other agencies and employers are available.

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and residential reentry center (a halfway house) placements will be considered.

Problem Resolution

Inmate Requests to Staff Member

The Bureau's form, BP-Administrative - 70, commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Acts Requests and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on an informal resolution form. Inmates may obtain this form from their Correctional Counselor. On the informal resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the informal resolution form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the informal resolution form to the Counselor, who will review the material to insure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Staff members in the institution have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) calendar days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should be written in three sections:

Statements of Facts
Grounds for Relief
Relief Requested

Time Limits (in calendar days):

BP-9 : 20 - 120 Phone Complaint/ITS
BP-10: 20 days
from BP-9
response
BP-11: 30 days
from BP-10
response

Response

Extensions

BP- 9: 20 days	BP- 9: 20 days
BP-10: 30 days	BP-10: 30 days
BP-11: 40 days	BP-11: 20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution.

If the Regional Director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of the determination.

If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution level.

Disciplinary Procedures

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline committees (UDC) and, for more serious violating, the Disciplinary Hearing Officer. Inmates are advised upon arrival at the Institution of the rules and regulations and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report will ordinarily be delivered to the inmate within twenty-four hours of the time the staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Discipline Hearing Officer

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

DHO hearings will be conducted via video conferencing between FCI Gilmer, West Virginia and FCI Memphis, Tennessee. These hearings will be conducted in accordance with P.S. 5270.07, Inmate Discipline and Special Housing Units. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent them if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may not question a witness at the hearing; the staff representative and/or DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness (s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged maybe excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer and the staff representative.

Special Housing Unit Status

Inmates are placed in the Special Housing Unit for one of two reasons: Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the practical extent, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when an inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as deemed appropriate).

Release

Sentence Computation

The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon inmate request for clarification.

Fines and Costs

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines mean the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines may be satisfied during a term of incarceration by contacting the unit team.

Inmates with a non-committed fine scheduled for release directly from prison or through transfer to a contract facility with a term of supervised release to follow must sign a written agreement to adhere to a payment schedule as set by the court or the inmate will NOT be released from custody. Once an agreement is signed and on file with ISM staff, the U. S. Attorney will be notified of any balance not paid in full.

Detainers

Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Unit Team may give assistance to offenders in their efforts to have Detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state Detainers other than probation or parole violator warrants, may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all Detainers based on "untried" pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged as a detainer with the institution.

If no detainer is lodged at the institution, and the inmate have knowledge of pending charges, it is important for the inmate to contact ISM staff to avoid delaying possible halfway house consideration.

Good Conduct Good Time

This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statuses deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no

statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, and even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a reduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined.

- Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.
- More than 1 year, less than 3 years - 6 days for each month of the stated sentence.
- At least five (5) years, less than 10 years - 8 days for each month of the stated sentence.
- Ten (10) years or more - 10 days for each month of the stated sentence.
- At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987. Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service camp. An inmate may earn only one type of good time award at a time, e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time, except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff.

The Discipline Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence.

"Disallowance" means that an inmate does not receive an extra good time award for only one calendar month. The "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of a meritorious good time award may not include a month in which extra good time has been disallowed or terminated.

Community Corrections Center Good Time

Extra Good Time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Lump Sum Awards

Any staff member may make recommendations to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the award's maximum amount is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of Extra Good Time for the following reasons:

- An act of heroism;
- Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;
- An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;
- A suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or
- Any other exceptional or outstanding service.

Good Time Procedures

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated means 11 months and 30 days - Day for Day - of earning Extra Good Time before an inmate can start earning five (5) days per month.

For example, if an inmate were to stop working, transfer from industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first twelve months. If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's Statutory Good Time has been forfeited or withheld.

Extra Good Time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra Good Time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to Extra Good Time deductions while serving the civil contempt sentence.

An inmate in an Extra Good Time earning status may not waive or refuse Extra Good Time credits.

Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

Parole

Inmates who committed their offense prior to November 1, 1987 are often eligible for parole. Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (**EXCEPTIONS:** inmates who have been sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Correctional Counselor prior to the time of the scheduled Parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a Parole Hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they are waived. Application for a Parole Hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings via video conferencing between the Parole Commission and FCI Memphis, Tennessee, based on a schedule provided by the Parole Commission.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action."

This decision may be appealed by the inmate. Forms for appeal may be obtained from unit Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board eight months before the parole date. Parole may be granted to a detainer or for the purpose of deportation.

Release Planning

If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least a minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wives, friends, YMCA(s), etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately eight months before the scheduled parole date.

Halfway House Transfers

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community correction's program.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and Local Governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

There are three major Community Programs: residential community-based programs are provided by Community Corrections Centers and local detention facilities, programs that provide intensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in a contract correctional facilities.

Community-Based Residential Programs.

The Community-based Residential Programs available include both typical Community Corrections Centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment.

While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Most Bureau of Prisons Community-Based Residential Programs are provided in Residential Reentry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRC's are used primarily for three types of offenders:

- * Those offenders near release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- * Those offenders under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
- * Those offenders serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a pre-release component and a community correction's component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The Community Corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive components must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for Community-Based Residential Programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night.

These facilities may also be used for offenders sentenced to terms of intermittent confinement such as night, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in an RRC, serving to facilitate the transition from the institution to the community.

Important Addresses

Inmates are urged to attempt to rectify any concerns they may have concerning conditions of confinement or parole matters at the institution level; however, if an inmate wishes to write the Regional Offices of the United States Parole Commission, or the Bureau of Prisons, he may do so by writing to the following addresses:

United States Parole Commission
5550 Friendship Blvd., Suite 420
Chevy Chase, Maryland 20815

Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

Inmate Rights and Responsibilities

Rights

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and Schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

Responsibilities

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband and not to violate the law of Bureau rules or institution guidelines.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

Responsibilities

7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interest, needs and abilities.
 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.
- benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Greatest Category

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition

With recommendations as to an appropriate disposition.

CODE PROHIBITED ACTS

explosive or any
ammunition.

100 Killing

105 Rioting

101 Assaulting any person

(includes sexual assault)
or an armed assault on the
institution's secure
perimeter (a charge for
assaulting any person at
this level is to be used
only when serious physical
injury has been attempted
or carried out by an
inmate).

106 Encouraging others to riot

107 Taking hostage(s)

SANCTIONS

102 Escape from an escort:

escape from a secure
institution (Security
Level two (2) through six
(6) and administrative
institutions); or escape
from a Security Level 1
institution with violence.

A. Recommend parole date
rescission or
retardation.

B. Forfeit earned statutory
good time (up to 100%)
and/or terminate or
disallow extra good time
(an extra good time
sanction may not be
suspended) .

103 Setting a fire (charged
with this act in this
category only when found
to pose a threat to life
or a threat of serious
bodily harm or in
furtherance of a
prohibited act of Greatest
Severity, e.g., in
furtherance of a riot or
escape; otherwise, the
charge is properly
classified Code 218, or
329) .

***B.1 Disallow** ordinarily
between 50 And 75% (27-
41 days) of good conduct
time credit available
for a year (a good
conduct time sanction
may not be suspended) *

B. Disciplinary Transfer
(recommend)

C. Disciplinary Segregation
(up to 60 days) .

E. Make monetary restitution

104 Possession, manufacture,
or introduction of a gun,
firearm, weapon, sharpened
instrument, knife,
dangerous chemical,

F. Withhold statutory good time (Note: can be, in addition, the only Sanction executed).

G. Loss of Privileges (Note: can be in addition to A through E - cannot be the only sanction executed).

CODE of PROHIBITED ACTS

108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or attempted escape; or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blades).

110 Refusing to provide a urine sample or to take part in other drug-abuse testing.

111 Introduction of narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.

113 Possession, introduction, or use of any narcotics marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.

197 Use of the telephone to further criminal activity

198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greater severity is not applicable.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity).

High Category

CODE	PROHIBITED ACTS	demonstration.
200	Escape from unescorted Community	213 Encouraging others to refuse to work, or to participate in a work stoppage.
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offenses.	
204	Extortion, blackmail, protection: Demanding or receiving money or Anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.	
205	Engaging in sexual acts.	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or mask.	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying altering, interfering with, improperly using, or damaging any security device, mechanisms, or procedures.	
209	Adulteration of any food or drink.	
210	(Not to be used) .	
211	Possessing any officer's or staff clothing.	
212	Engaging in, or encouraging a group	

CODE PROHIBITED ACTS

214 (Not to be used) .

215 Introduction of alcohol into BOP facility.

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for purposes of other illegal or prohibited purposes.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disk, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag, wrestling or other forms of physical encounter, or military exercises or drill).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 Making, possessing, or using intoxicants.

SANCTIONS

A. **Recommend** parole date rescission or retardation. (suspended) .*

B. **Forfeit** earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended) .

*B.1 **Disallow** ordinarily between 50 And 75% (27-41 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended) *

C. **Disciplinary** Transfer (recommend)

D. **Disciplinary** Segregation (up to 60 days).

E. **Make monetary restitution**

F. **Withhold statutory good time** (Note: can be in addition be the only Sanction executed) .

G. **Loss of Privileges;** commissary, Movies, recreation, etc.

CODE PROHIBITED ACTS

223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol.

224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).

297 Use of telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing, using credit card numbers to place telephone calls; conference calling; talking in code).

298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.

Moderate Category

CODE PROHIBITED ACTS

300 Indecent exposure.

301 (Not to be used).

302 Misuse of authorized medication

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the suspended). inmate, and not issued to him through regular channels.

306 Refusing to work, or to accept a program assignment.

307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as would be 201, Fighting; refusing

to provide a urine sample when ordered charged as Code 110).

308 Violating a condition of a furlough.

CODE PROHIBITED ACTS

309 Violating a condition of a community program.

310 Unexcused absence from work or any assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence toward a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging,
or unauthorized
reproduction of any
document, article of
identification, money,
security, or official
paper. (May be
categorized in terms of
greater severity according
to the nature of the item
being reproduced; e.g.,
counterfeiting release
papers to effect escape,
Code 102 or Code 200).

315 Participating in an
unauthorized meeting or
gathering.

316 Being in an unauthorized
area.

317 Failure to follow safety
or sanitation regulations.

318 Using any equipment or
machinery which is not
specifically authorized.

319 Using any equipment or
machinery contrary to
instructions or posted
safety standards.

320 Failing to stand count.

321 Interfering with the
taking of count.

CODE PROHIBITED ACTS

322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a
gambling pool.

326 Possession of gambling
paraphernalia.

327 Unauthorized contacts with
the public.

328 Giving money or anything of value to, or accepting money or anything of value from another inmate, or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, Having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.

331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).

332 Smoking where prohibited

CODE PROHIBITED ACTS

397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information For preparation of a telephone list).

398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

Low Moderate Category

CODE PROHIBITED ACTS

- 400 Possession of property belonging
- 401 Possessing unauthorized amount of otherwise authorized clothing.
- 402 Malingering, feigning illness.
- 403 Smoking where prohibited.
- 404 Using abusive or obscene language.
- 405 Tattooing or self-mutilation.
- 406 Unauthorized use of mail or telephone Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (may be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the telephone is used for planning facilitating, committing an armed assault on the institution's secure perimeter, Would be charged as Code 101, Assault).
- 407 Conduct with a visitor in violation of Bureau regulations Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
- 408 Conducting a business.

- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 497 Use of the telephone for Abuses other than criminal activity (e.g. exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).

SANCTIONS

- *B.1 Disallow ordinarily up 12.5% (1-7 days) of good conduct time credit available for year (to be used only where Inmate found to have committed a second violation of the same prohibited act with in 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for a year (to be used only when inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may Not be suspended).*
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters).

- I. Remove from program and/or group activity.
- J. Loss of Job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand.
- P. Warning.

498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature). (This charge is to be used only when another charge not applicable.)

CODE PROHIBITED ACTS

SANCTIONS

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of low moderate severity nature). This charge is to be used only when another charge of low moderate severity is not applicable.

*Sanctions B.1.E-P

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level with the DHO or UDC finds is most comparable. For example, "We find the act of to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration.

Sanction B.1 may be imposed in the Low Moderate category only where the inmate committed the same low moderate prohibited act more than one time within a six-month period.

Table 4 - Sanctions

Sanctions of the Discipline Hearing Officer (upon finding the inmate committed the prohibited act)

- A. Recommend parole date rescission or retardation. The DHO may make recommendations to the United States Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of or for the use of the Commission.
- B. Forfeit earned Statutory Good Time and/or terminate or disallow Extra Good Time. The Statutory Good Time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. @ 4161 (less any previous forfeiture or withholding outstanding). Disallowance of Extra Good Time is limited to the Extra Good Time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of Extra Good Time may not be suspended. Authority to restore forfeited Statutory Good Time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6).

Statutory Good Time percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's Good Time (50% for the 200 Code violation, 25% for the 300 Code violation). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See Program Statement on

extra good time for a discussion of termination or disallowance of Extra Good Time.

An application for restoration of Good Time is to go from the inmate's unit team, through both the DHO and Captain for comments, and to the Warden or his delegated representative for final decision.

*This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive Statutory Good Time, but is eligible to receive 54 days Good Conduct Time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of Good Conduct Time may not be suspended. Only the DHO can take action to disallow Good Conduct Time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow Good Conduct Time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity-prohibited act, within 12 months for the same high severity-prohibited act, and within 6 months for the same moderate severity-prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.]

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed Good Conduct Time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

(1) Greatest Category Offenses. A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available Good Time Conduct) for each act committed.

(2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available Good Conduct Time) for each act committed.

(3) Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available Good Conduct Time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses. A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available Good Conduct Time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful considerations of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available Good Conduct Time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good Conduct Time Credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of Good Conduct Time.

- C. Recommend disciplinary transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO Hearing. Transfer for disciplinary reasons prior to a hearing before the UDC or DHO may be used only in emergency situations and only with approval of the Regional Director.

When an inmate is transferred under these circumstances, the sending institution shall forward copies of the receiving institution's Disciplinary Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule area appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.)

Transfers from one region to another require the approval of both the sending and receiving Regional Director.

The receiving institution does not need to hold new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

- D. Disciplinary Segregation. The DHO may direct that an inmate is placed or retained in Disciplinary Segregation pursuant to guidelines contained in this rule. Consecutive Disciplinary Segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in Disciplinary Segregation are based on the severity scale.

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with Fighting (Code 201) and also Assaulting a Staff Member (Code 101).

The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. He could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses.

If, on the way to Administrative Detention, he starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in Disciplinary Segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

For the specific limits on sanctions. For different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, Disciplinary Segregation placements for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of Disciplinary Segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

- E. Make monetary restitution. The DHO may direct that you reimburse the United States Treasury for any damages to United States Government property that the individual is determined to have caused or contributed to.

An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

- F. Withholding Statutory Good Time. The DHO may direct that an inmate's good time be withheld. Withholding of Good Time should not be applied as a universal punishment to all persons in Disciplinary Segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO Hearing that Good Time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis.

For an ongoing offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld Statutory Good Time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale.

An application for restoration of Good Time is to go from the inmate's unit team through both the DHO and Captain for comments, to the Warden nor his delegated representative for final decision.

Part 542 refers to P.S. 1330.7, Administrative Remedy Procedure for Inmates.

This sanction **F** does not apply to an inmate committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days Good Conduct Time Credit (18 U.S.C. @ 3624(B)). This credit is given at the end of each year of Time Served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the

discipline policy and by inmate appeal through the Administrative Remedy procedures.

2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act).
- G. Loss of privileges: commissary, movies, recreation, etc. The DHO or UDC may direct that an inmate foregoes specific privileges for a specified period of time. Ordinarily loss of privileges is used as a sanction in response to an abuse of that privilege, (e.g., loss of telephone privileges for a specified period of time for abuse of the telephone privilege). However, losses of leisure privileges, such as movies, television, and recreation, may be appropriate sanctions in some cases for misconduct which is not related to the privilege.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction will have a significant impact on the inmate's future behavior.

Sanction **G** - Loss of Privileges - cannot be used to take away recreation privileges for inmates in Special Housing, but may be used as a sanction for general population.

- H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.
- I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate foregoes participating in any program or group activity for a specified period of time.
- J. Loss of Job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.
- K. Impound inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

- L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.

For procedures, see P.S. 5580.2, Personal Property of Inmates.

- M. Restrict quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.
- N. Extra Duty. The DHO or UDC may direct that an inmate performs tasks other than those performed during regularly assigned institutional job.
- O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.
- P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act (s).

NOTE: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY.

NOTE: Restoration will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld Statutory Good Time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

To ensure an inmate's case is not overlooked when Statutory Good Time has been forfeited or withheld, the case is to be reviewed for eligibility requirements in accordance with the time frames established by P.S. 5322.6, Classification and Program Review of Inmates. A recommendation of the unit team, whether for or

against restoration, is to be forwarded (on BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited Statutory Good Time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of Statutory Good Time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who also has forfeited Good Time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

Disallowance of Good Conduct Time

Sanctions B and F of the Prohibited Acts and Disciplinary Severity Scale, pertain to Statutory Good Time and do not apply to inmates committed under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987 and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days per year of Good Conduct Time Credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested.

Also, once disallowed it may not be restored (except for procedural error, corrected on immediate administrative review, or by appeal through the Administrative Remedy procedures). Disallowance of good conduct time is to be accomplished in accordance with the following procedures.

A. Only the DHO can take action to disallow Good Conduct Time. A UDC may recommend a disallowance to the DHO, but a UDC may not independently disallow Good Conduct Time.

B. In determining the amount of Good Conduct Time to be disallowed, the DHO should assess the seriousness of the particular prohibited act. Code violations of the greatest severity ordinarily should have the greatest amount of lost Good Conduct Time Credit. However, even within the same severity level, the DHO is to assess the severity of the offense and

impose lost Good Conduct Time Credit based on an assessment of the particular violation.

Consideration of the inmate's VCCLEA 1994 Offense Category should be taken into consideration when imposing sanctions. Those with a "VIOLENT" category offense should receive greater disallowance sanctions.

- (1) Except as indicated in paragraph (2) below, the DHO should effect the loss of Good Conduct Time pursuant to the following table.

100 Code (Greatest Category)

Disallow ordinarily between 50 and 75% of Good Conduct Time Credit (27-41 days) available for year.

200 Code (High Category)

Disallow ordinarily up to 25% of Good Conduct Time Credit (14-27 days) available for year.

300 Code (Moderate Category)

Disallow ordinarily up to 25% of Good Conduct Time Credit (1-14 days) available for year.

400 Code (Low/Moderate Category)

May disallow only for repetitive acts. For a second violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 12.5% of the good conduct time credit (1-7 days) available for year; for a third violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 25% of the good conduct time credit (1-14 days) available for year.

(2) The DHO may impose a sanction greater than or less than the guidelines indicated in paragraph (1) of this section (2) The DHO may impose a sanction greater than or when the available information clearly indicates such action is warranted. The DHO is to indicate in the record of the hearing the specific reasons for varying from the established guidelines.

Going above the guidelines is warranted for a greatly aggravated offense or for repeated violations of the same prohibited act that occurs within a relatively short time frame (e.g., within an 18-month period for the same greatest severity-prohibited act, within a 12-month period for the same high severity prohibited act, and within a six-month period for the same moderate severity prohibited act). Going below

the guidelines is also warranted for strong mitigating factors.

C. The decision of the DHO is final, and is subject only to procedural review by the Warden and by appeal through the Administrative Remedy procedures. The DHO is to ensure that the inmate is notified of the information contained in this paragraph.

D. The DHO is to provide the Inmate Systems Manager (ISM) with documentation of each Good Conduct Time disallowance (BP-448, Good Conduct Time Action Notice).

(1) At the end of each year of an inmate's confinement, and within the 15-day window provided by the statute for a determination of an award of Good Conduct Time, the ISM is to determine the number of days disallowed by the DHO and, when necessary, is to recalculate the inmate's sentence. This recalculation is based on the total amount of time disallowed, as reported by DHO actions on offenses (prohibited acts) occurring during the year. The calculation should be made on DHO actions near the end of the year, even if they are under administrative review or appeal.

The records will be corrected (disallowance reduced, for example) if ordered by the reviewing official. Until any such order, the action of the DHO is final and may be implemented in the inmate's sentence computation and all official records.

(2) CCMs will perform the above computation for inmates in contract facilities.

(3) Prior to making an award, ISM staff should determine if there are unresolved (pending) incident reports that might result in a disallowance of GCT. If a pending report exists, the award decision should be deferred until resolution of that report.

(4) If subsequent to an award, staff become aware of misconduct that occurred during the evaluation period, the awarded GCT will be available for disallowance following a finding by a DHO that a prohibited act occurred. However, GCT cannot be disallowed for misconduct that occurred after the evaluation period.

E. Questions concerning the disallowance of good conduct time credits are to be directed to the Regional Inmate Systems Administrator or to the Regional Counsel.

Time Limits in Disciplinary Process

1. Staff becomes aware of inmate's involvement in incident (normally within 24 hours).
2. Staff gives inmate notice of charges by delivering a copy of Incident Report (normally within 24 hours).
3. The initial hearing *UDC will normally be held within 3 days, excluding the day of notice, weekends, and holidays.
4. Disciplinary Hearing Officer.

NOTE: These time limits are subject to exception as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. At this time, the time requirements start again, at the same point at which they were suspended.

Special Housing Unit Rules and Regulations

The following list of rules and regulations pertain to all inmates who are admitted to the Special Housing Unit. All inmates shall follow all rules and regulations while housed in the Special Housing Unit. Inmates who fail to abide by the rules and regulations will be subjected to disciplinary actions.

1. **VISUAL (STRIP) SEARCH/METAL DETECTOR:** All inmates will be visually searched, searched via metal detector (hand held), and subject to Urinalysis and Alco-Sensor testing upon entering the Special Housing Unit.
2. **UNIT/CELL SANITATION:** All cells will be maintained at the highest level of sanitation at all times. All beds will be made daily between the hours of 7:30 a.m. until 4:00 p.m. on weekdays, and 9:00 a.m. until 4:00 p.m. on weekends and holidays. All cells will be maintained and clean on a daily basis. **NOTE:** Damaging or altering institution clothing or bedding will not be tolerated and disciplinary action and restitution measures will be enforced.

CELLS: Cells will be searched periodically. Each inmate will sign a cell conditions form upon entering the Special Housing Unit. Inmates are to remain quiet with no yelling or kicking/hitting cell doors. All cells must pass inspection prior to any inmates being released from SHU.

CELL ROTATION: All inmates will be rotated at least every twenty-one (21) days to a different cell. Some inmates may be required to rotate sooner. Each cell will be inspected for sanitation/damage. **NOTE:** **Damage or altering inmate living quarters in entirety will not be tolerated and disciplinary action and restitution measures will be enforced.**

3. LINEN AND SUPPLY ISSUE

Sunday:	E/W	Clothing, Towels, Jumpers
Monday:	E/W	Cell Sanitation and Razors
Tuesday:	E/W	Clothing Towels and Linen
Wednesday:	E/W	Cell Sanitation, Toilet Paper, Razors
Thursday:	E/W	Clothing, Towels, Jumpers
Friday:	E/W	Cell Sanitation, Toilet Paper, Razors
Saturday:	E/W	Linens and Toilet Paper
Saturday:	D/W	Hair Cuts, Supply Issue and Hygiene

4. Books Will be distributed by the Education Department twice a week. The books will be exchanged on a one-for-one basis. No inmate may possess more than two books.

5. HYGIENE ITEMS: Will be provided once per week (soap, writing materials and pencils.)

*All items will be stored neatly underneath the bunk.

6. HAIRCUTS: An inmate barber will be assigned by the Segregation Lieutenant. The inmate barber will be provided by the FCI barber detail. Haircuts will be conducted on Saturdays.

7. RAZOR RESTRICTION: Inmates will be placed on razor restriction for the following reasons:

1. Damaging/Breaking the razor
2. Per the Warden, Captain, SHU/Operations Lieutenant, and Psychology Department.

8. FOOD: Feeding order will be rotated among ranges weekly. Food trays must be returned after every meal. All food items must be consumed during each meal. All items not returned after each meal will be considered contraband, and you will be subject to disciplinary action.

Other than approved commissary items, no food items will be permitted to be retained in the cells. Food not consumed during the authorized meal periods must be disposed of properly at the time food trays are collected.

NOTE: Staff will inspect cells during rounds to ensure order inmates to comply with sanitation standards. Failure to comply will result in disciplinary action.

9. **COMMISSARY:** Inmates housed in the Special Housing Unit will be allowed to purchase authorized commissary items from the commissary list once a week, ordinarily on Thursday. Order forms will be passed out and collected from all inmates desiring to make commissary purchases on Wednesday and delivery will be on Thursday.
10. **TELEPHONE PRIVILEGES:** All inmates housed in the Special Housing Unit will be allowed one (1) fifteen-minute ITS social phone call within the first 30 days after admission and one (1) fifteen-minute ITS social phone call every 30 days thereafter by submitting an Inmate Request to Staff Member. Inmates will submit an Inmate Request to Staff Member to request a legal phone call. The Unit Team is responsible for making all non-monitored and non-recorded calls.

***All telephones are subject to monitoring. Your use of the telephone constitutes consent to this monitoring.**

11. **LEGAL LIBRARY:** Inmates will be allowed use of the legal library upon request by submitting an Inmate Request to Staff Member. Additional legal materials will be furnished by the Education Department upon submission of an Inmate Request to Staff Member. Ink pens will only be issued in the library for legal use only. The Education Department will deliver legal materials two times a week. There will be no copies made via copier. **Legal materials may be retained when authorized by Unit Management, and are restricted to the current active court case only, with proof of eminent deadline.**

NOTE: Only one inmate at a time will be afforded the use of the legal library. | | |

12. **READING MATERIALS:** Inmates in the Special Housing Units may possess reading materials, not to exceed (2) books and a Bible or Koran upon request.
13. **MAIL:** Mail for all inmates will be delivered, Monday through Friday, by the E/W SHU staff. All other inmate's personal property will be maintained in storage until the inmate is released from the Special Housing Unit. The issuance of legal mail, special mail and personal correspondence will be delivered in accordance with established guidelines.

NOTE: No more than five (5) pieces of personal correspondence will be allowed in possession at one time. Legal/Special correspondence will be allowed in possession during active court

action. Upon completion of court proceedings, Legal/Special correspondence will be placed in the inmate's personal property.

- 14. RECREATION:** Cells must be cleaned and beds made prior to being released to recreation. All inmates will be given the opportunity for recreation at a minimum of five (5) hours per week. Inmates must be in complete institution-issued clothing and properly worn. Inmates who refuse will not be given an opportunity to reconsider. Inmates electing to take recreation will be notified ten minutes prior to the escort. Any inmates not ready at the time the SHU Officer arrives at the cell door for escort will be considered as refusing recreation. Inmates will be pat searched and searched by handheld metal detector before entering the recreation area. The recreation order will be changed by range weekly. Recreation will ordinarily be conducted between the hours of 8:00 a.m. to 3:15 p.m.

NOTE: Any obstruction, alteration, or damage to the recreation areas will not be tolerated and disciplinary action measures and restitution measures will be enforced. No personal property of any kind is allowed in the recreation area.

- 15. VISITING:** Inmates housed in the Special Housing Unit will be allowed visits in accordance with the established institution guidelines. All visits will take place in the visiting room. Inmates receiving visits will be in restraints (Martin chain, handcuffs, and leg restraints) throughout the duration of their visit.
- 16. MEDICAL TREATMENT:** All inmates will have the opportunity to see a medical staff member daily. Inmates with special medical needs or requirements such as emergencies, will be seen as the need arises.
- 17. PERSONAL PROPERTY:** Inmates placed in the Special Housing Unit will be given the opportunity to review their personal property after it has been inventoried and delivered to the Special Housing Unit. Inmates in the Special Housing Unit will be permitted to maintain certain religious items, eyeglasses, and dentures. All other personal property will be maintained in your property. Basic hygiene items(i.e., toothbrush, toothpaste, soap) will be issued, along with SHU clothing and bedding.

Legal materials may be retained when authorized by the Unit Management, and is restricted to the current active court case only, with proof of eminent deadline, upon completion of court action, all other legal materials will be placed back into storage until released from the Special Housing Unit. At no time will an inmate be allowed to possess more than one book of postage stamps or a total of 20 stamps.

18. **RADIOS:** Inmates housed in Administrative Detention will only be allowed to have clear-cased radio and ear buds in their cells, inmates housed on Disciplinary Segregation status are not allowed radios in their cells.
19. **FINAL NOTICE:** Any obstruction, alteration, or damage to any government property will not be tolerated. Graffiti, pictures, calendars and other items may not be secured or fastened to the walls, bunk, shower stalls or any other fixture in the cell in any manner. Any items not used for their intended purpose will be confiscated(i.e., towels/bed sheets used to block door thresholds, toilet paper used to block air vents/ceiling lights)and will result in disciplinary actions and restitution measures.

ITEMS AUTHORIZED FOR INMATES IN THE SPECIAL HOUSING UNIT
ADMINISTRATIVE DETENTION:

1. Bible or Koran (SHU ISSUE ONLY)
2. Legal Materials (present case only)
3. Postage Stamps (not to exceed 20)
4. Prescription Glasses (NO sunglasses)
5. Shower Shoes 1 pair
6. Radio w/ear buds and Batteries (clear-cased only)
7. Commissary (approved items only)
8. Wedding Band (plain, no stones)
9. Religious Medallion/Authorized Religious Headgear
(not to exceed 100 dollars)-nonmetallic
10. Shampoo
11. Deodorant
12. Toothpaste
13. Batteries (one pack of four)

DISCIPLINARY SEGREGATION STATUS

1. Bible or Koran (SHU ISSUE ONLY)
2. Religious Medallion/Authorized Religious Headgear
(not to exceed 100 dollars)-nonmetallic
3. Commissary (approved list)
4. Wedding Band (plain, no stones)
5. Legal Materials (present case only)
6. Postage Stamps (not to exceed 20)
7. Prescription Glasses (NO Sunglasses)
8. Toothpaste
9. Deodorant
10. Shampoo

Note: All items will be exchanged on a one-for-one basis.

ITEMS WITH METAL OR GLASS WILL NOT BE PERMITTED IN THE SPECIAL HOUSING UNIT FOR INMATE POSSESSION.